

CATERING GUIDELINES

1. Most general guidelines are spelled out in sections I, II, and III of the Site Use Policy. Guidelines more specific to catering appear below.
2. No cooking, food preparation, smoking, food, or drink, with the exception of bottled water, are allowed inside the mansion. Bottled water must be confined to the drawing room. All food and drink must be prepared outside and/or catered onto the site.
3. Caterer is responsible for cleanup of all food, beverages and dishes outside. Gaineswood will supply garbage bags, and offers the use of two roller carts for disposal of bagged trash. Roller carts with disposed trash should be rolled to the south pedestrian entrance at E. Morgan St. at the conclusion of cleanup.
4. All food must be removed from the Gaineswood site the day of the event, or it will become property of the house and be disposed of immediately.
5. No open flame may be used at any time unless approved by the site director. If approved, Gaineswood will provide water and hoses. All chafing dishes must have protective pads under sterno containers.
6. Any equipment on the exterior of the building that needs power must be approved by the site director at least one week prior to the event. This will help avoid overloading the electrical system and disturbing the event. (I-A exterior and II-D)